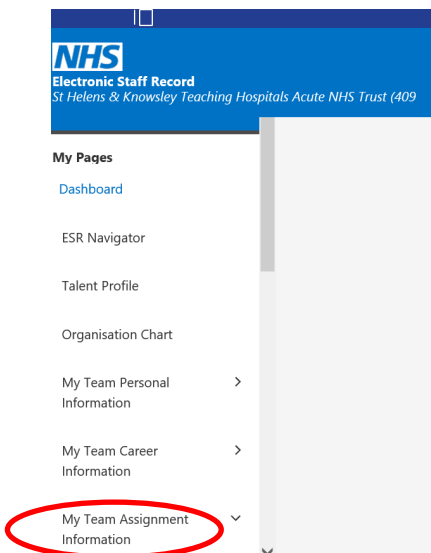# Recording of Staff Working at Home via Managers Self Service on ESR
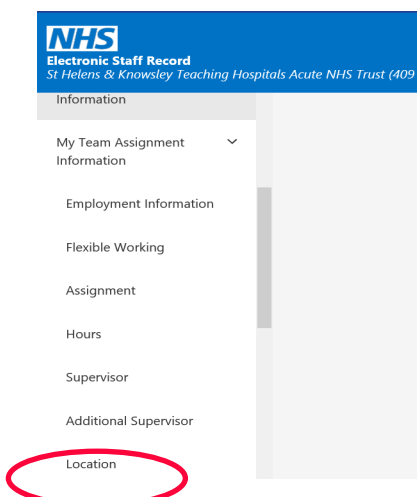
- **Access your 'Manager' role via the ESR Portal**

- **Select 'My Team Assignment Information'**

- **Select 'Location'**

- **A list of staff in your hierarchy will appear as below:**

Location: People in Hierarchy

TIP Click the action button next to the employee you wish to action. Click the details button for more information about the employee.

Focus	Name	Assignment Number	Job	Organisation	Action	Details
	▬▬▬▬▬▬	▬▬▬▬▬	Administrative and Clerical|Analyst	409 356163 ESR & Workforce Systems Team	📥	📄
	▬▬▬▬▬▬	▬▬▬▬▬	Administrative and Clerical|Clerical Worker	409 356163 ESR & Workforce Systems Team	📥	📄
	▬▬▬▬▬▬	▬▬▬▬▬	Administrative and Clerical|Analyst	409 356163 ESR & Workforce Systems Team	📥	📄

- **Select the staff in question by clicking the 'action' button**

- **Change the 'Effective Date' as required and click** Continue

Information
Please enter an Effective Date on or after 01-Jul-2021.

Location: Effective Date Options ☆   Back Continue

Effective Date 27-Jul-2021

Employee Name	▬▬▬▬▬▬	Organisation	▬▬▬▬▬▬
Employee Number	▬▬▬▬▬	Organization Email Address	▬▬▬▬▬▬
Job	Administrative and Clerical|Analyst	Supervisor	▬▬▬▬▬▬

Enter the date on which the changes should take effect, and press the Continue button.

◉ Changes should take effect on the effective date as entered below.
    Effective Date 27-Jul-2021 📅
○ Changes should take effect as soon as final approval is made.

◄ July ▾ 2021 ▾ ►

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	**27**	28	29	30	31

- **Select the 'Working at Home' button as below:**

☑ Working At Home

✱ Location	409 04 Alexandra Park 🔍 ⓘ
Address Line 1	The Court
Address Line 2	Alexandra Park
Address Line 3	Prescot Road
Town	St Helens
County	Merseyside
Post Code	WA10 3TP
Country	United Kingdom
Change Reason	Change of Supervisor ▾

Cancel Back Submit

- **Click the 'submit' button**

    The record is now saved